

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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July 30, 2008

To: DOE Contractors

Subject: 2007/08 DOE Close-Out Report

The 2007/08 Department of Energy (DOE) Contract with the Department of Community Services and Development (CSD) expired on April 30, 2008. Per contract requirements, no purchases or other obligations should be made after the expiration date. CSD is granting a 30-day extension on submitting your close-out and it is due, on or before **August 31, 2008**.

The Close-Out Reporting forms, instructions, and steps for completing it are available on CSD's Website (Contractor's Only) for your use. The forms are:

- 2007/08 DOE Contract Close-Out Checklist and Certification of Documents Transmitted, CSD 720 (Rev. 7/08)
- 2007/08 DOE Close-Out Equipment Inventory Schedule, CSD 720D (Rev. 7/08)
- 2007/08 DOE Year-End Close-out Report, CSD 720F (Rev. 7/08)*

*** Please download this Excel formula-driven form and instructions off CSD's Website (Contractor's Only) for your use.**

The Data Base Management System (DBMS) statement will no longer be included in CSD's Close-Out Report. Aggregate expenditure data can now be located in CSD's Expenditure Activity Reporting System (EARS). Please refer to your agency's EARS YTD data for this contract. Any adjustments to be reported during the close-out process must be submitted through the EARS system. To ensure the prompt handling of them, please notify your Field Representative.

Should you have any questions or need assistance in completing the Close-Out Report, please contact your Field Representative.

Sincerely,

Lorraine Yamada

LORRAINE YAMADA, Manager
Field Operations, Energy Services Unit